

**BY ORDER OF THE COMMANDER
HEADQUARTERS 377TH AIR BASE WING (AFMC)
KIRTLAND AIR FORCE BASE,
NEW MEXICO 87117-5606**

KAFB INSTRUCTION 36-2805

30 APRIL 1998

Personnel

COIN AWARD PROGRAM



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the Kirtland Web site: <http://www.kirtland.af.mil>. If you lack access contact the Publishing Office (377 CS/SCSP).

OPR: 377 ABW/CCE (Capt J. Denbow, Jr.)

Certified by: 377 ABW/CC (Col Gary D. Dills)

Pages: 2

Distribution: F

This new instruction implements Air Force Policy Directive (AFPD) 36-28, *Awards and Decorations Programs*. It establishes procedures for the 377th Air Base Wing (377 ABW) Coin Award program. The wing coins used in this award program were initially purchased with appropriated funds in accordance with AFI 65-601, Volume 1 *Budget Guidance and Procedures*, 21 Oct 94 and AFI 36-2853, *Unit Plaque Awards*, 1 Oct 97. It applies to all military members or appropriated fund employees assigned to Kirtland AFB, in either the 377 ABW or associate units.

1. Purpose. The purpose of the 377 ABW Coin Award program is to recognize an individual or small group of individuals for a one-time, nonrecurring contribution of superior performance or personal effort to mission accomplishment. It applies to any military member or appropriated fund employee assigned to Kirtland AFB, in either the 377 ABW or an associate unit.

2. Responsibilities:

2.1. The Wing Commander (377 ABW/CC) approves all Coin Awards.

2.2. The Wing Executive Officer (377 ABW/CCE):

2.2.1. Maintains control of the supply of wing coins.

2.2.2. Keeps an accurate record of coins awarded to individuals and the number of coins on hand.

3. Eligible recipients. Any military member or appropriated fund employee assigned to Kirtland AFB, in either the 377 ABW or an associate unit, is eligible to receive the Coin Award. Employees paid from nonappropriated funds are not eligible, per AFI 65-601, Volume 1, paragraph 4.29.

4. Nomination procedures. Any commander or supervisor may nominate an individual or small group of individuals, through their chain of command, to the 377 ABW/CC.

4.1. All 377 ABW commanders or supervisors will forward their nominations to their respective group commander. For special staff agencies, directors will forward their nominations to the Vice Wing Commander (377 ABW/CV). The group commander or 377 ABW/CV makes the determination on whether to forward the nomination on to the 377 ABW/CC for approval/disapproval (see paragraph 6).

4.2. All associate unit commanders or supervisors will forward their nominations to their respective commander. The commander makes the determination on whether to forward the nomination on to the 377 ABW/CC for approval/disapproval (see paragraph 6).

4.3. Submit nominations detailing the name and rank of the individual, their organization, and justification for the award. Submit nominations in writing or via e-mail.

5. Criteria. The criteria to receive the Coin Award are broad. However, commanders should limit their nominations to those who have gone far above and beyond the normal call of duty. The award is given to superior performers who were instrumental in ensuring mission accomplishment and is awarded sparingly for any single event (e.g., the top 1 percent of “Outstanding Performers” identified during an inspection).

6. Award determination. The 377 ABW/CC approves or disapproves all nominations using the following guidelines.

6.1. Did the nominee perform or make an effort to perform above and beyond the normal call of duty?

6.2. Was the nominee’s superior performance a major contributing factor for the one-time, non-recurring event?

GARY D. DILLS, Colonel, USAF
Commander